

# Park Facility Rental Application

## Applicant Information

Name			Date of birth
Company Name			
Address	City		Zip
Email address			
Primary phone		Secondary phone	

## Event Information

<b>Brookview Park Pavilion</b>	Date(s)	<input type="checkbox"/> Large <input type="checkbox"/> Small <input type="checkbox"/> Both <input type="checkbox"/> 11 am–4 pm <input type="checkbox"/> 5–10 pm <input type="checkbox"/> All day Event Type	Est. Attendance
<b>Brookview Park Gazebo</b> <i>Only available in conjunction with a Brookview Pavilion rental from 11 am–Dusk. Before 10:30 am, available for faith/wedding services only.</i>	Date(s)	Time	Est. Attendance
		Event Type	
<b>Park Shelter Building</b> <input type="checkbox"/> Gearty <input type="checkbox"/> Lions <input type="checkbox"/> Scheid <input type="checkbox"/> Hampshire <input type="checkbox"/> Medley <input type="checkbox"/> Wesley <input type="checkbox"/> Lakeview <input type="checkbox"/> Schaper	Date(s)	Time	Est. Attendance
		Event Type	

**Are you planning to serve beer or wine at your event?** ☐ No ☐ Yes

If yes, see section 7, Alcohol Policy, under Rental Rules And Regulations on page 2.

**Are you planning to provide portable recreational equipment event?** ☐ No ☐ Yes

If yes, see section 11d under Rental Rules And Regulations on page 2.

## Rental Fees *(Fees do not include tax)*

Facility	Fees		Total
Brookview Large Pavilion	\$150 Res, \$170 Non-res (1/2 day)    \$300 Res, \$340 Non-res (all day)		
Brookview Small Pavilion	\$115 Res, \$130 Non-res (1/2 day)    \$230 Res, \$260 Non-res (all day)		
Beer/Wine Permit	\$50		
Brookview Gazebo	\$50 Res, \$75 Non-res (per hour)	# Hours	
Park Shelter Building	\$35 Res, \$40 Non-res (per hour)	# Hours	
Damage/Clean-up Deposit	\$250 (see section 5 on reverse side)		\$250
		Tax	
		Total Due	

## Consent And Release Of Liability

By signing below you acknowledge that you have received and read the Rental Rules and Regulations on page 2. You further agree to abide by the Rental Rules and Regulations as well as all applicable policies, ordinances, and state and federal laws.

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_

**For Official Use Only**

☐ Cash   ☐ Check # \_\_\_\_\_   ☐ Visa/Mastercard/Amex/Discover # \_\_\_\_\_

Expire: \_\_\_\_\_ SecCode: \_\_\_\_\_ Signature for card \_\_\_\_\_

Date received \_\_\_\_\_ by \_\_\_\_\_ Date processed \_\_\_\_\_ by \_\_\_\_\_ Amount paid \_\_\_\_\_

# RENTAL RULES AND REGULATIONS

## 1. Rental Fee & Cancellation Policy

All rental fees must be paid in advance. If you cancel more than two weeks prior to your event, you will receive a full refund. If you cancel less than two weeks prior, you will not receive a refund. Refunds will not be refunded due to rain or inclement weather. If the City cancels your reservation due to extenuating circumstances, you may request a full refund.

## 2. Parking

Parking is free in designated parking areas and on surrounding streets. Motor vehicles are not allowed in the park, except in designated parking areas.

## 3. Event Hours

- a. All parks close at 10 pm and all events must conclude and be cleaned up by that time.
- b. All reserved event times include set-up and clean-up time. Please reserve enough time before and after your activity to completely vacate and clean the facility. If activities are not concluded and cleaned up by the end of your reserved time, the City may charge you a staffing fee, additional clean-up fees, and may keep your deposit.

## 4. Site Maintenance & Clean-up

- a. You are responsible to pick up the facility at the end of your event, and you must leave the facility in the same condition in which you found it. Several trash and recycling containers are available for your use, but in cases where your rubbish exceeds this capacity, you are responsible for removing all overflow trash and recycling from the facility. No trash, equipment, materials, supplies, or furnishings of any kind may be left at the facility after your reserved time.
- b. Decorating is permitted, but you may not mark, damage or deface any City property. Do not use nails or staples to hang decorations. If you use tape or other adhesives, be sure to remove all decorations and adhesives after your event. Confetti, glitter, birdseed, and rice are not allowed. Any decorations left past your event time will be discarded.
- c. If you damage the facility or you fail to clean up the site, you will be charged at an hourly rate to cover the cost of all clean-up and repairs.

## 5. Damage & Clean-Up Deposit

The City requires a damage and clean-up deposit of \$250 for all rentals. Deposits can be paid by check or cash (in person only), or held on a valid credit card until after the event. If you adequately clean up after your event and do not damage the facility, deposits paid by check or cash will be refunded by check within three weeks. Deposits paid by credit card hold will be released and your credit card information discarded within 21 days after your event. If you damage the facility or fail to adequately clean up after your event, you will be charged an hourly rate for the actual costs of all clean-up and repairs, including staff time. The City will then issue a refund for any unused portion of the deposit within 21 days after the event or, if applicable, invoice you for any remaining costs above \$250. For deposits by credit card hold, additional clean-up and repair costs will be charged to the credit card.

## 6. Fires

No fires shall be lighted or made in the park except in amenities provided for such purposes. All fires, whether wood or charcoal, must be completely extinguished before the group leaves the park area. Fire and safety regulations of the City of Golden Valley and the State of Minnesota must be observed at all times.

## 7. Alcohol Policy

Alcoholic beverages are not allowed on City property, except beer and wine at the Brookview picnic pavilions with an alcohol permit. The sale of alcohol is prohibited on all City property. To obtain an alcohol permit, you must pay an additional permit fee of \$50, provide an insurance rider with host liquor coverage, and provide a valid credit card for the damage and clean-up deposit. The insurance rider must have a liability limit of at least \$1,000,000 per occurrence and list the City of Golden Valley as an additional insured. Host liquor coverage is typically available from your homeowner's insurer. You may also purchase coverage through TULIP (Tenant Users Liability Insurance Program). See item 12e under Miscellaneous for information on TULIP. PLEASE NOTE: If you wish to serve beer or wine at your event, the following must be paid and submitted all

together at least 14 days prior to your event: \$50 permit fee, insurance rider, and a valid credit card for the damage and clean-up deposit. Alcohol applications are only accepted in person at Brookview.

## 8. Music

No amplified music or sound is allowed in any park or park pavilion without a special event permit.

## 9. Portable Recreation Equipment

The City of Golden Valley requires all individuals or groups operating portable recreational equipment (i.e. inflatable, zip line, climbing wall) on City property to pay an additional permit fee of \$25 and provide proof of insurance covering liability for death or injury resulting from the use of such equipment. The insurance rider must have a liability limit of at least \$1,000,000 per occurrence and medical payment coverage of no less than \$5,000 per occurrence. All policies must list the City of Golden Valley as an additional insured. Coverage is typically available from your homeowner's insurer. You may also purchase coverage through TULIP (Tenant Users Liability Insurance Program). See item 12e under Miscellaneous for information on TULIP. PLEASE NOTE: If you wish to provide portable recreational equipment at your event, you must pay the permit fee and submit your insurance rider at the same time, at least 14 days prior to your event date.

## 10. Indemnification

You are responsible for all damage done to City property during your rental period and you agree to replace or pay the cost of replacing any missing items. You hereby agree to defend, indemnify, and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs, or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss, or property damage caused by, arising out of, related to or associated with the use of the facility by you or by your guests or invitees, except to the extent caused by the sole negligence, gross negligence, or willful misconduct of the City or its officers, employees, or agents.

## 11. Waiver & Assumption of Risk

You know, understand, and acknowledge the risks and hazards associated with using the facility and hereby assume any and all risks and hazards associated therewith. You hereby irrevocably waive any and all claims against the City or any of its officials, employees, or agents for any bodily injury (including death), loss, or property damage incurred by you as a result of using the facility and hereby irrevocably release and discharge the City and any of its officials, employees, or agents from any and all claims of liability.

## 12. Miscellaneous

- a. No person may sell articles or products of any type without a permit granted by the City.
- b. The City is not responsible for loss of personal property by individuals or groups.
- c. The large pavilion has a maximum capacity of 100 patrons. The small pavilion has a maximum capacity of 50 patrons. If your group exceeds this capacity at any time during your rental, the City may immediately terminate your rental, require you and your guests to vacate the facility, and keep your security deposit.
- d. You and your guests must abide by all applicable codes, rules, regulations, ordinances, statutes, and laws.
- e. For information on TULIP, visit: <https://www.lmc.org/media/document/1/tulipflyerfortenantusers.pdf?inline=true/>. To purchase TULIP coverage, use Brookview's Venue Code 0501-ATO and visit: <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>.

You certify that you have read and agree to be bound by these rules and further agree to be responsible for ensuring compliance with these rules by your guests and invitees. Failure to adhere to these rules may result in a fine and denial of any future rental requests.

Please call the Parks and Recreation Department at 763-512-2345 if you have any questions or for assistance with any maintenance issues.